



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy/**RECRUITMENT**
Date: February 17, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 18, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 2, 2016**. Applicants will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CET (2 pos)	Inspection Engineer Trainee Region 5/District 9/Project Implementation Highways Carbondale
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Attachments
40803

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 2, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer Trainee (2 Positions)/RECRUITMENT	Salary Range:	\$4,275 - \$4,655
Position Title:	Inspection Engineer Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-59-201-10-01	IPR#:	40803

Office/Central Bureau/District/Work Address:

Highways/Region 5/District 9/Bureau of Project Implementation/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

Special Qualifications:

The following criteria is required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in Spring 2016)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for Spring 2016 graduates must be provided at time of hire.)
- Valid driver's license
- Extensive travel with some overnight stays; overtime

The following criteria is desired:

- Strong oral and written communication skills

Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday – Friday, subject to variance according to district operational needs

****The incumbent will be required to work outdoors in a variety of conditions including, but not limited to, inclement weather, active construction sites, and roadways open to traffic. Must have the ability to work in confined spaces, climb steep terrain, wade in water, etc.****

***THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM* FINAL ASSIGNMENT WILL BE BASED ON OPERATIONAL NEEDS.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 1, 2015	POSITION:	Inspection Engineer Trainee
APPROVED BY:	<u>Keith Roberts</u>	OFFICE/DIVISION:	Highways, District 9, Project Implementation
CODE:	PW110-23-59-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

Dimensions

Value of Construction Projects: \$100,000 up

Nature and Scope

This position reports to a Resident Engineer, but based on staffing levels and operational needs may report to a Resident Technician and/or a Senior Resident Engineer. There are no permanent subordinate reporting positions.

This position trains to provide necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of recognizing quality improvements in accordance with plans, specifications and special provisions.

Typical problems faced by the incumbent is in the interpretation of the plans and specifications while inspecting the contractor's work. The greatest challenge is to balance the application of Highway Engineering principles to field conditions.

The functions performed by the incumbent include operating surveying equipment, inspecting the contractor's operations involved in road and bridge construction, providing the necessary reports and documentation for pay items, reducing survey notes, computing quantities, operating engineering software and assisting the Resident Engineer on specific construction problems. He/she also performs in the capacity of the Resident Engineer on small and uncomplicated construction contracts.

The incumbent is governed by the plans, specifications and Departmental Policies. He/She refers major problems or plan changes to the Resident Engineer. He/She can accept or reject materials on the basis of visual or field tests and helps to assure that all materials have been properly inspected prior to being incorporated into the project. This position desires an Engineer Intern License but requires a Bachelor of Science Degree in Engineering from an ABET accredited university; a valid driver's license; extensive travel within the district and occasional outside, which could include overnight stays; possible overtime required outside normal work shift hours and weekends; the ability to work

in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; and at times, perform physically demanding outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sights and roadways open to traffic. Shift schedule changes may be required to work overnight shifts based on contractor's schedule.

The incumbent has contact with Resident Engineers, Supervising Field Engineers and personnel from the District Bureau of Materials, as well as, with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and documentation provided by the incumbent to the Resident Engineer.

Principal Accountabilities

1. Provides accurate and timely layouts, measurements, computation and documentation of contract items.
2. Assists the Resident Engineer in construction supervision and informs him of any construction problems encountered or changes made.
3. Ensures that items inspected are in accordance with the specifications.
4. Performs other duties as assigned.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.